



## **Request for Cancellation/Adjustment Form (LIC-37) Instructions**

1. All field descriptions must be completed in order to process this request.

### Field Descriptions:

- Date of Request - actual date you are filing the request
  - Firm Number - see license certificate for information
  - License Number - see license certificate for information
  - Firm Account Name - see license certificate for information
  - Firm Telephone Number – a phone number where we can reach you with questions
  - Address/Location - exact address of the application filed with the Electrical Unit
  - Application Control Number - appears on the front side of the application
  - Total amount of credit requested on this application
  - Check one transaction type only - select the category that identifies your request. Submit only one request per application.
  - Name of Applicant – name of requestor
  - Seal – licensed electrician must seal this document
  - Signature – signature of applicant
2. The Adjustment Form LIC-37 must be submitted with supporting documentation, and a brief description of the request, and be signed and sealed by the licensed electrician representing that firm. The supporting documentation (i.e. copy of statement page in question, copy of the application, cancelled check or copy of the permit) must be legible in order for your request to be processed.  
  
**All requests for adjustments to Electrical Firm Accounts must be submitted to the DOB Borough Office in which they were filed.**
  3. If the adjustment is not approved the licensed electrician will be notified by mail.
  4. Firm account balances are available on our web site at [www.nyc.gov/buildings](http://www.nyc.gov/buildings). Access the [Buildings Information System](#), and select “B” Skilled Trades Licensee Search. Enter your firm or license number. You will need your licensee PIN number to access your balance.